

**Notice No.:** 00-013

**Date:** December 30, 2000

**Applies to:** TRS Employers

**Subject:** Substitute Teacher Application Packets  
and New Fact Sheet

## **Background**

Last July, the Department of Retirement Systems (DRS) created three new application packets titled, *The Substitute Teacher's Guide to Obtaining Service Credit*. A packet was created for each of the Teacher's Retirement System (TRS) plans—Plan 1, Plan 2 and Plan 3. These packets were the result of a joint effort between DRS, employers and substitute teachers to provide clear information regarding the service credit purchase options available.

## **Distribution of Packets**

Because the new application packets replaced the Substitute Teachers' Service Credit brochure, employers have not had information to distribute with each monthly or quarterly report. In response to this request from the school districts, DRS has developed a "Substitute Teacher Fact Sheet" that can be given to each new substitute teacher or distributed with each report. This one-page fact sheet can help answer any questions the substitute teacher may have in reference to applying for this optional service. Substitute teachers receive their reports monthly or quarterly from their employer. However, they need to submit only one application packet when they apply for service credit at the end of the year. The new application packets should be distributed at the end of the fiscal/school year with the substitute teacher's **final** quarterly/annual report.

Attached is a copy of the fact sheet. The substitute application packets and the new fact sheet are also available on the DRS Web site at: <http://www.wa.gov/DRS/employer>.

## **Additional Information**

Refer to pages 5—25 through 5—30 in the DRS Employer Handbook for information on substitute teachers and the quarterly/annual report.

## **Questions**

If you have questions regarding the information in this Notice, please contact Employer Support Services at (360) 664-7200, or call the toll free line, 1-800-547-6657.

This Notice can be accessed on the DRS Web site at <http://www.wa.gov/employer/drsn/index.htm>

John F. Charles  
Director

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## 2000 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or  
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

<b>Notice No.</b>	<b>Applies to/ Subject Matter</b>
00-001	<b>PERS, LEOFF, WSPRS and JRS Employers</b> Members' Annual Statements and Sequencing Information
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00-004	<b>All Employers</b> Statewide Training
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00-007	<b>All Employers</b> Contribution Rate Changes
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00-011	<b>All Education Employers</b> Members' Annual Statements and Sequencing Information
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00-013	<b>TRS Employers</b> Substitute Teacher Application Packets and New Fact Sheet

## **Substitute Teacher Fact Sheet**

# State Retirement Plans for Substitute Teachers

*As a substitute teacher in a Washington State Public School, you may be eligible to apply for service credit in the Teachers' Retirement System (TRS). This is an important optional benefit that can have a significant impact in your retirement years.*

***Please retain this information for future reference.***

### **1. Who is a substitute teacher? RCW 41.32.010 (36) (a) (b)**

- A non-contracted temporary teacher or a teacher who is not guaranteed a minimum number of hours.
- A teacher who works in ineligible positions for multiple employers.
- A teacher who works in an ineligible position for one employer and an eligible position for another employer.

### **2. How does a substitute teacher establish membership?**

- A potential member must meet the eligibility criteria for the time period in question.
- Plan 1 substitute teachers who have withdrawn their contributions and wish to restore service credit need to contact the Department of Retirement Systems (DRS).
- Since September 1, 1991, the eligibility criteria is five months or more in which you work 70 or more hours per month during the school year (September—August).
- Membership is established at the time of payment, not at the time of prior service.

### **3. What service qualifies for purchase after membership is established?**

- A substitute teacher may purchase any creditable service months for periods of teaching service after membership is established.
- A substitute teacher may purchase service for periods prior to the year membership is established if they met the eligibility qualifications at the time service was rendered. (Contact DRS at 1-800-547-6657 for information.)
- Plan 1 members must work twenty days during the fiscal year to qualify for service credit.

### **4. How and when do I apply?**

- You may apply immediately following the school year in which the service was rendered, beginning in July for Plan 1 or in September for Plans 2 and 3.

- You must submit the quarterly/annual reports provided by your employer to DRS. The employer reports must include the following:
  - Employer name
  - Employee name and Social Security number
  - Hours worked and compensation paid. Must be totaled by month.  
(TRS Plan 1 members must have totals by days not hours)
  - Signature of employer/payroll authority
  - Member address
- Pick up your application packet, “The Substitute Teacher's Guide to Obtaining Service Credit” for your plan (1, 2, or 3). The packet is available from your payroll office at the end of the fiscal/school year when you get your quarterly/annual report. You can also obtain an application packet from the DRS Internet site at <http://www.wa.gov/drs/forms/fmz-mbr.htm>

**NOTE:** If you have never established membership you will need a Plan3 application packet.

- You have a **six-month interest-free period** to pay for your service credit. The interest-free period begins immediately following the school year in which the credit is earned.
- **Plan 1 interest-free period:** July 1 through the end of December
- **Plans 2 and 3 interest-free period:** September 1 through the end of February

Payment received after the six-month interest-free period will require additional interest that accrues each month.

- Payment in full is required.

## 5. Things to remember

- Members of all plans are advised to submit a new beneficiary form periodically. Marriage, divorce and remarriage may void your current beneficiary form.
- Plan 3 members must select a contribution rate and investment program for their contributions. Members are responsible for establishing contact with the Plan 3 recordkeeper and managing their own funds. Forms and information for these purposes are included in the Plan 3 version of “The Substitute Teacher's Guide to Obtaining Service Credit” which can be obtained from your employer’s payroll office.
- Members of all plans are advised to maintain a current address with their employers at all times. Tax documents and account statements relating to your pension are mailed to the address provided by your employer.

## 6. Is a TRS retiree allowed to draw a pension benefit and work as a substitute?

Retirees are allowed to work as substitute teachers, but there are restrictions on the amount of time they can work. For more information see the DRS brochure, *Thinking About Working After Retirement?* This brochure is available from your TRS employer or DRS. It is also on the DRS Internet site: <http://www.wa.gov/drs/member/trs/trsrtw.htm>